

17 DEC 1974

**ADMINISTRATIVE-INTERNAL USE ONLY**

MEMORANDUM FOR: Plans and Programs Staff/OL

SUBJECT : Material for Presentation At the Winter  
Conference of Deputy DirectorsREFERENCE : Mult Adse Memo dtd 6 Dec 74 fm D/L,  
subject sameAnti-inflation MeasuresProblems and/or Suggested  
Improvements1. Paper Conservation

a. Reuse of envelopes, folders, scrap paper for notes, etc. A 90 day testing period, ISAS initiated, is being conducted of reusable plastic envelopes to determine their practicality as a substitute for standard paper envelopes.

Still not observed Agency-wide. Top management, possibly, through use of ISAS and RMO's, should stress the importance of employee education on conservation practices.

b. Production of paper tablets by Printing Services Division from scrap paper (sizes 3x5, 5x8, and 8x10). These tablets are allocated to BSB Supply Room at negligible cost to PSD and no cost to the customer.

This paper conservation measure is operating well and is an effective cost reduction measure.

c. Elimination of duplicate courier receipt forms in use by Agency courier services.

Action on centralizing Agency courier receipts with a single form will be delayed until OL takes over complete Agency courier system.

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2. Energy Conservation

a. Reduction in gasoline consumption due to a decrease in miles traveled by Agency vehicles as a result of consolidation of the garage facility at Headquarters, and Agency Courier Service consolidation.

compatible data for corresponding periods in FY 74 and 75 show that monthly mileage and gasoline consumption during FY 75 have increased due to greater Agency vehicle usage. Management should stress the necessity to eliminate nonessential use of Agency vehicles.

3. Cost Reduction Measures

1. Elimination of 10 courier positions, 5 to 8 vehicles, and a reduction in courier runs and gasoline consumption as a result of Courier Service consolidation measures.

Net effect of the Courier consolidation will not be felt until FY-76.

2. Savings in Mail and Courier Branch because of closer monitoring of Penalty Indicia postage (preprinted postage on envelopes). ✓

Continue program to educate customers on postage conservation.

3. Reissuing overhauled manual typewriters by Building Services Branch.

Majority of turn-in manual typewriters are obsolete and nonserviceable. The result is a shortage of issuable manual typewriters with no immediate resolution.

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4. Utilization of BSB  
storage area for stocking  
reissuable unitized metal  
furniture items. This  
reduces number of metal  
furniture requests filled  
by [REDACTED].

Limited space necessi-  
tates the storage of  
only the more frequently  
requested unitized metal  
furniture items.

5. Elimination of  
non-essential adminis-  
trative supply items  
from BSB Supply Room.

No customer resistance  
has been observed.  
Continue program of  
eliminating supply  
items that are non-  
essential and/or  
overly expensive  
where cheaper  
substitutes are available.

6. Increase minor  
work orders in Space  
Maintenance and Facilities  
Branch from \$50 to \$100  
limit per request. This  
procedure has reduced  
paperwork for the  
Agency and GSA by  
approximately 20%, for  
minor job orders.

No problems to date.  
Continue implementation.

7. Review of  
[REDACTED]  
[REDACTED] Space Maintenance  
and Facilities Branch to  
improve internal control  
and eliminate position  
of machinist.

In light of the operational  
acceptability of the  
present tube system, the  
costs associated with a  
remote monitoring system  
or any other attempt at  
tube system automation  
are prohibitive. Because  
most machine shop work  
is not Carrier Maintenance  
related, the position of  
machinist will be eliminated  
and work contracted with  
commercial concerns.

[REDACTED]  
Chief

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